



RESERVE PAY AND PARTICIPATION GUIDE INACTIVE DUTY STATUS



FISCAL YEAR 2000

5 January 2000

MEMORANDUM FOR ALL 301FS RESERVISTS

FROM: 301FS/CC

SUBJECT: Reserve Pay and Participation Guide

1. I wish to pass my gratitude to the 97th Flying Training Squadron for allowing us to use their Pay Guide as a model. Their help has been a catalyst for the success of our program.
2. This guide is for you, the traditional reservist, to assist you in understanding various Reserve-unique pay and participation areas. There are a number of regulations that govern pay and entitlements for the reservist, so we've attempted to provide you with a one-source document that explains many of the nuances. Since most of you are coming off active-duty assignments, much of this will look like another language with new acronyms like UTA, RMP, and AFTP. When you have questions about pay and this document doesn't have the answer, please ask before you accomplish duty. That way you'll be sure to work and get paid – allowing us all to enjoy your beer money from time to time.
3. I encourage each of you to read through this guide in its entirety, and keep it readily available for reference.

LANCE B.BULLER, Maj, USAFR
301 FS/ADO

CONTENTS

PAGE	SUBJECT
4	Purpose
5	Terms and Definitions
7	Overview and Introduction
9	SECTION 1—INACTIVE DUTY—(UTA)
15	Sample AF Form 40A
16	SECTION 2—INACTIVE DUTY—(AFTP/AGTP)
17	TP Input Instructions
25	Sample AGTP Request Form
26	Sample AFTO Form 781

PURPOSE

This handbook was prepared as a guide for all members of the 97th Flying Training Squadron to assist them in pay status questions and preparation of required forms. It provides information and offers guidance for properly filling out requests for AF Form 40A, *Record of Individual Inactive Duty Training*, Additional Flying Training Periods (AFTP), and Additional Ground Training Periods (AGTP) forms. The goal is to better inform members about procedures and requirements involved in pay procedures for inactive duty for training.

Directives used in the preparation of this handbook are: AFI 11-401, **Flight Management**, and AFMAN 36-8001, **Reserve Personnel Participation and Training**.

This is only a guide with broad and general information, please refer to appropriate directives for current, detailed guidance.

TERMS AND DEFINITIONS

Term	Definition
AD	Active Duty
ADS	Active Duty Support
ADT	Active Duty Training
AETC	Air Education and Training Command
AF Form 40A	Record of Individual Inactive Duty Training
AF Form 938	Request and Authorization for Active Duty Training/Active Duty Tour
AFI 36-2903	Dress and Personal Appearance of Personnel
AFI 40-502	The Weight Management Program
AFI 48-123	Medical Examination and Medical Standards
AFRC	Air Force Reserve Command
AFTP	Additional Flying Training Period
AGTP	Additional Ground Training Period
ARPC	Air Reserve Personnel Center
AT	Annual Tour
BAS	Basic Allowance for Subsistence
Commuting Area	Established area of the following county: Maricopa
Corporate Limits	Established area of Glendale city limits
ET	Equivalent Training
Extended Active Duty (EAD)	Tour of active duty (normally for more than 90 days) performed by a Reserve member. Strength accountability for persons on EAD shifts to the active force.
FMO	Flight Management Office
FSO	Financial Services Office
GMAJCOM	Gaining Major Command
GTR	Government Transportation Request
IDT	Inactive Duty Training
IMA	Individual Mobilization Augmentee
JFTR	Joint Federal Travel Regulation
JTR	Joint Travel Regulation
Leave Entitlement	2 ½ days per month for tours of 30 consecutive days or more for IADT, ADT, ADS, and School tours.
M&IE	Meals and Incidental Expenses
MAJCOM	Major Command
MPA	Military Personnel Authorization
MPF	Military Personnel Flight
NET	No Earlier Than
NLT	No Later Than
PAS	Personnel Accounting System
PDS	Permanent Duty Station
Per Diem	Lodging costs, M&IE, special authorizations
POC	Personally Owned Conveyance
Points (Active Duty)	Awarded 1 point for each day of active duty.

Points (IDT)	Awarded 1 point for each 4-hour of IDT, not to exceed 2 points per calendar day.
Points (Membership)	Up to 15 points (prorated for periods less than a year) for Active Reserve status membership.
RPA	Reserve Personnel Authorization
R/R	Retention/Retirement Year
RMP	Readiness Management Period
RUTA	Rescheduled Unit Training Assembly
Satisfactory Federal Service Year (Good Year)	Awarded for retirement when a member earns a minimum of 50 points (including membership points in their full R/R year.
SATO	Scheduled Airline Traffic Office
TDY	Temporary Duty
TMO	Traffic Management Office
Travel Expense	POC mileage, commercial transportation, government transportation, government procured transportation
UCMJ	Uniform Code of Military Justice
Unsatisfactory Participation	Member who has 5 unexcused IDT absences or has not completed a scheduled AT tour (unless substituted or excused in the FY.
UTA	Unit Training Assembly
UTAPS	Unit Training Assembly Personnel System
VOCO	Verbal Orders of the Commander

OVERVIEW/INTRODUCTION

Your pay is categorized in two very different manners: *Active duty workdays and Inactive Duty Training (IDT) periods.*

Active Duty Workdays: *Active duty workdays pay 1/30 base pay, flight pay, housing, subsistence.*

Annual Training (AT) Days

14 days total minimum (15 allowable) travel days not included. 14 may be broken up into smaller periods. Unit will schedule planned AT tour periods. Individual's Flight CC or Flight DO must approve reschedules. Maximum of 4 total travel days are authorized for annual tour per year regardless of how the individual breaks up AT days.

***MAJCOM Personnel Authorization (MPA) Tours**

Typically only authorized for flying or direct flying related duties as available and authorized by unit commander or designated representative.

***Reserve Personnel Authorization (RPA) Tours**

Limited to 139 days per year, waivable to 179 days. Typically used for training (such as PIT) and reserve support activities.

*Combination of both cannot exceed 360 days per fiscal year.

All order requests for the utilization of these days must be submitted to the unit for approval within the following guidelines:

a. Requests submitted 5+ duty days prior to requested duty are approved by exception by the scheduling officer. If the scheduling officer is uncertain as to whether the orders should be approved he will elevate the request to the appropriate Flight CC or DO.

b. Requests submitted 3-4 duty days prior to requested duty are approved by flight commander/flight DO or above.

c. Requests submitted 1-2 duty days prior to requested duty are approved by the director of operations/assistant or above.

d. Requests submitted the day duty begins, or after the fact, are approved by the squadron commander or in-writing designee.

Duty status may change from AD to IDT or IDT to AD. Orders will reflect intention to report "in place" to begin AD following IDT or to be released "in

place” to begin IDT following AD. Upon completion of duty, member fills out the AF Form 938 “an order” for pay and points and completes a travel voucher. In many instances the individual will receive per diem, to/from mileage, and reimbursable expenses such as billeting.

IN-ACTIVE DUTY TRAINING (IDT) PERIODS: *TPs and UTA pay 1/30 base pay and flight pay. Individuals will never receive per diem or travel reimbursement in IDT status, billeting will be paid for directly by the unit.*

Unit Training Assemblies (UTA) 48 periods per fiscal year. The unit will schedule UTAs. Any deviations from the scheduled UTA must be approved prior to the scheduled UTA. The member will receive one point towards retirement after each period performed (4-hour minimum period).

Additional Flying Training Periods (AFTP) 48 periods per fiscal year maximum. Of the 48, 12 periods can be logged as ground training periods and another 12 can be utilized as simulator training periods. 16 maximum flying/ground periods in a quarter. A period is a minimum of 4 hours. On a flying TP you must get airborne, more than 1 sortie may be flown during a single TP. I.e., 3 sorties in 1 day may do 1, 4 hour TP with 1 sortie followed by a 2nd 6 hour TP with 2 sorties. TPs don't start/stop in the middle of a flight.

SECTION 1—INACTIVE DUTY

Unit Training Assembly (UTA)

SIGN-IN/OUT FACTS

Training period is a minimum four-hour period of training, duty, or instruction. This does not include meal breaks and cannot be shortened when a planned meal break is not taken. In special cases, the Commander may waive this as long as the member is present for a least 2 hours. This authority is only used in exceptional cases and must be documented by the Squadron Commander.

All personnel are required to be present for duty at the start of each training period. All personnel must sign-in on the Daily Pay Activity Sheet, normally Unit Training Assembly Personnel System (UTAPS). Only the Squadron Commander or an authorized representative has the authority to allow a member to sign-in after the start of the UTA if unusual circumstances prevented the member from reporting on time. Since UTAPS identifies sign-in/out times all deviations must be documented for the Squadron Commander.

UTA RESCHEDULING

Commanders or designated representatives may reschedule UTAs for mission requirements, individual training, and unit readiness to the same extent as the originally scheduled UTA. (AFI 36-8001, Para 4.11)

Rescheduled UTAs must be approved in advance, no later than the first day of the regularly scheduled UTA and documented on an AF Form 40A. (AFI 36-8001, Para 4.6)

Rescheduled training may be performed at any time during the same fiscal year. (AFI 36-8001, Para 4.6.1)

The AF Form 40A must reflect the reason for rescheduling and the training statement as reflected in the attached examples.

If a UTA is rescheduled to a normally scheduled UTA, the form 40A must reflect in the remarks "normal UTA sign-in/out procedures apply", and the 40A will contain the authorizing official's signature only.

AF FORM 40A—RECORD OF INDIVIDUAL INACTIVE DUTY TRAINING

AF FORM 40A

A copy of the approved AF Form 40A must be provided to CCS prior to the scheduled UTA for UTA Personnel System (UTAPS) updating and monthly UTA participation tracking.

The individual's Flight Commander or higher must approve a reschedule. After completion of duty, forward the certified AF Form 40A, with all original signatures to the CSS for UTAPS entry and payment.

The individual's Flight Commander or higher must certify completion of UTA duty. The certified AF Form 40A must be in ink. All certification dates must be on or after the last date of training.

IDT AUTHORIZATION

All IDT must have advance authorization from the Commander or designated representative. The published unit UTA schedule is advance authorization to perform scheduled UTAs.

Only personnel appointed by the Commander have the authority to authorize IDT.

REQUIRED STATEMENTS ON AN AF FORM 40A & STATUS INFORMATION

RESCHEDULED UTA

"Regularly scheduled UTA of *date(s)* is rescheduled to *date(s)* due to (mission requirements, training opportunities, or member availability). The rescheduled UTA will provide the same type and quality of training as the originally scheduled UTA." NOTE: Be aware that rescheduling a UTA cannot be for member's convenience—mission requirements must be served.

RESCHEDULE A RESCHEDULE

The regularly scheduled UTA of *date(s)*, which was previously rescheduled to *date(s)*, is now rescheduled to *date(s)* due to (mission requirements, training opportunities, or member availability). The rescheduled UTA will provide the same type and quality of training as the originally scheduled UTA.

RESCHEDULED UTA ON A NORMALLY SCHEDULED UTA

Use whichever statement above applies and include "Normal sign-in/sign-out procedures apply."

UTA EXCUSAL

Commanders may grant an excused absence of a member based on the member's submission of adequate justification within 30 days prior to or 30 days following the missed UTA. Do not authorize excusals outside the 30-day period.

Once a UTA is excused it cannot be rescheduled.

Excused UTAs must be documented with an AF Form 40A.

All excusals will make reference as to whether or not EQT is authorized. Failure to perform EQT has no effect on the excused UTA.

If EQT is authorized, it must be performed in the same fiscal year as the missed UTA.

A maximum of 4 periods of EQT may be performed for pay each fiscal year.

UTA UNEXCUSED

Must be documented on an AF Form 40A.

Must give reason for unexcusal i.e., unexcused for cause, failed to show for UTA, could not contact, etc., the explanation must be reflected in the remarks section of the AF Form 40A.

ACTIVE DUTY VERSUS SCHEDULED UTA

All members performing tours of active duty periods of 30 days or more are considered "constructively present for duty" for any UTA that falls within that respective period. In those cases rescheduling or make-up of a UTA is authorized to any dates in the current fiscal year. Forward a copy of the order to the CCS for filing in the member's personnel information file.

For active duty tours of less than 30 days an individual should coordinate with their supervisor and determine if rescheduling is appropriate. If deemed appropriate, rescheduling is authorized.

SCHEDULED UTA AWAY FROM HOME STATION

The regularly scheduled UTA of *date(s)* will be performed away from home station due to mission requirements. The training provided will be the same type and quality as that provided during a regular UTA.

RESCHEDULED UTA AWAY FROM HOME STATION

The regularly scheduled UTA of *date(s)* is rescheduled to *date(s)* and will be performed away from home station due to mission requirements. The training provided will be the same type and quality of training as that provided during a regular UTA. A reschedule is “mission” oriented—must have ability to do “mission” on rescheduled date. Equivalent Training (EQT) is an excused UTA that is done for personal needs and “the type of training” that is performed in lieu of doing the OPS mission.

EXCUSAL

The regularly scheduled UTA of *date(s)* is excused. Individual does not have to do that UTA, of course he won't be paid but will still be a member in good standing. EQT may be authorized. Reschedule form will indicate if EQT is/is not authorized. If EQT dates are unknown enter “EQT dates to be determined by individual's supervisor and the member.” If EQT dates are known, enter “EQT dates are (*date*).”

Provide CSS original if excused.

For EQT: Provide CSS a copy until certified, after EQT has been completed provide CSS the original for pay processing.

Only 4 periods (not days) of EQT may be performed for pay each fiscal year.

UNEXCUSAL

The regularly scheduled UTA of *date(s)* is unexcused due to (indicate reason for unexcusal). A maximum of 8 periods (2 UTAs) may be unexcused per year before the individual is considered for transfer to Inactive Ready Reserve (IRR).

RESCHEDULED THEN EXCUSED/UNEXCUSED

Just add excused/unexcused statement above the remarks section of the original AF Form 40A that rescheduled the member.

MEDICAL DISQUALIFICATION

If medically disqualified and not allowed to participate by an AF Form 422, *Physical Profile Serial Report*, then the member is considered excused for all UTAs missed as a result of this medical disqualification. The AF Form 422 is distributed to MPF, SG, and FM.

INSERT SAMPLE 40A

SECTION 2—INACTIVE DUTY (AFTP/AGTP)

Additional Flight/Ground Training Period

GOVERNING DIRECTIVES

AFI 36-8001, Chapter 4, Page 31, Paragraph 4.10

FORMS & COMPUTER PROGRAMS

AFTP Program (HQ AFRC TP System)
10AF Approved Association Trainers AGTP Listing (For Ground Training Events)
AFTO Form 781 (For Flying Events)

INFORMATION

Authorized Periods (Numbers are maximum authorized)

48 total TPs (Training Periods) per fiscal year

16 TPs per quarter

12 GTPs (Ground Training Periods) per fiscal year

12 GTPs used for simulator training per fiscal year

2 AFTP (Flying Training Periods) per day

2 Combination IDT (Inactive Duty Tour, i.e., TPs, UTA) per day

1 GTP per day

Each period is a minimum of four hours

Periods can begin one day and end the next (no additional day/period of pay)

Training periods should be approved in advance

Must have AFTO Form 781 for flying TP, authorization form for ground/simulator TP

TP begins NLT 1 hour prior to scheduled take off time and ends NET 15 minutes after land time shown on 781. No time required between TP. TP may exceed 4 hours and encompass 2 sorties above rules apply, but does not include time taken for lunch.

REQUIREMENTS FOR PAY

AFTP—Additional FLYING Training Period

AFTO Form 781, AFFORMS Aircrew/Mission Flight Data Document,
Reserve Status Code 3

AGTP—Additional GROUND Training Period

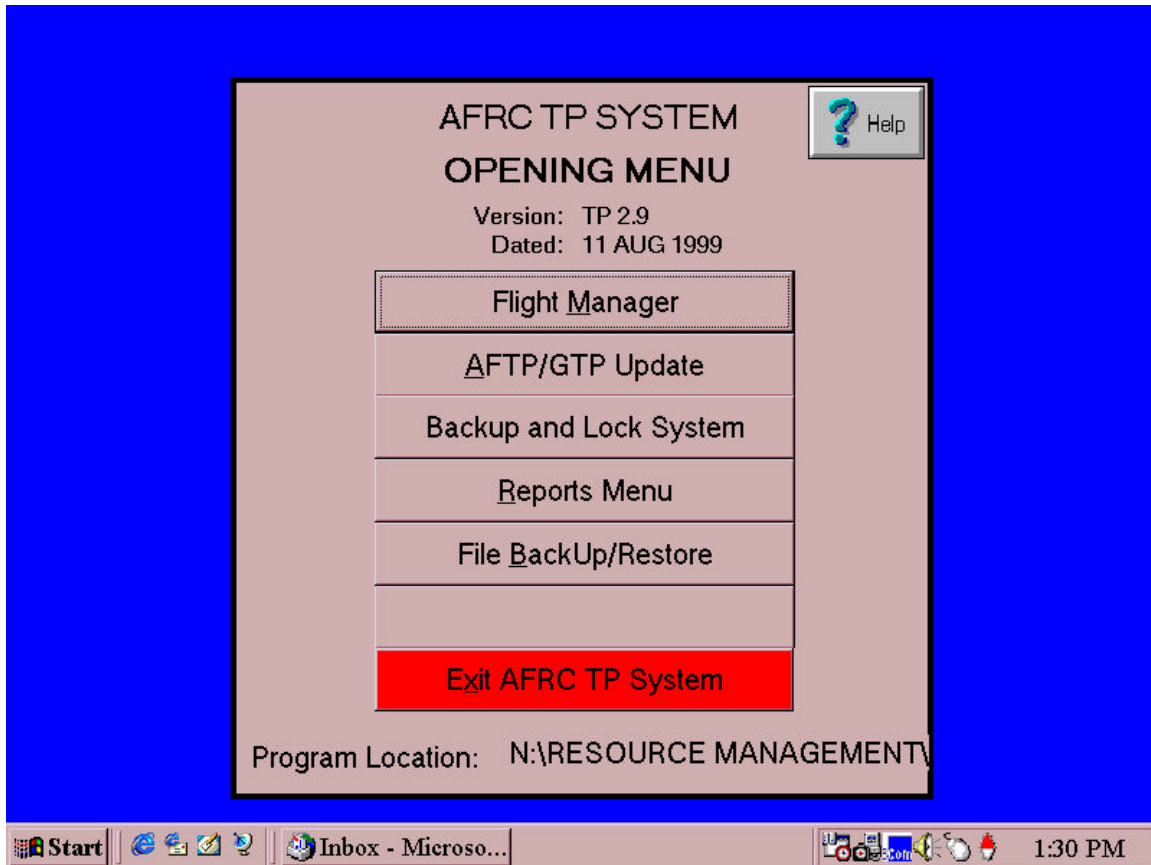
Authorized Additional Ground Training Period List

TPs logged into computer

A ground TP may be completed in the event of a canceled flight with authorization of individual's Flight DO or above. In this case ground TP will begin NLT 1 hour prior to scheduled take off time. Preflight duties will count

toward completion of part of ground TP. Legitimate ground TP events will be completed for balance of 4 hours.

When you open the system, this is the screen that will appear. Click on button #2 (AFTP/GTP Update).



This screen will open. Find your name. If it does not appear, type the letters of your last name until the menu scrolls down to your name. Click on your name.

Type the letters of the Last Name

Select Your Name

ALDERETE RICHARD
ARNOLD MARK F
BABBIDGE MICHAEL
BANIECKI STEPHEN F
BOGER THOMAS K
BRINZO BRADLEY
BRISTOL DAVID F
BROWN RICHARD S
BRUNSON BLAINE R
BURGWALD RIP R
COOK CHRISTOPHER W
COOMBS MATTHEW E
CORRA DAVID C
CRAWFORD WILLIAM A
CUNNINGHAM LEO L
DIMEFF TY M
DOBBINS JERRY B

Double click on your name to bring up your TP records. Click once to display the SSAN in the box below.

[Return to Opening Menu](#)

Start | Internet Explorer | Outlook | Microsoft Word... | Inbox - Microso... | Microsoft Word... | 1:30 PM

You must now enter your password. When first entering, it will be the first three letters of your last name in capitals. Enter or click on the [click here](#) button.

— Password Entry —

AFRC TP SYSTEM

Enter the Crew Member's Password in the box below.

ALDERETE RICHARD

Enter Password and Click Here

Close

Start | [Icons] | Inbox - Microso... | Microsoft Word... | [Icons] | 1:31 PM

It will now bring up “your” screen showing you your year-to-date totals. This screen displays the TP’s accomplished by type (flying, ground, and sim) broken down by quarter. The lower right hand box displays the TP’s remaining for the current fiscal year. To enter a TP, select the 2nd button, “New TP”.

ALDERETE RICHARD

<div style="background-color: #FF0000; color: white; text-align: center; padding: 2px; margin-bottom: 5px;">Return to Admin List</div> <div style="text-align: center; padding: 2px; margin-bottom: 5px;">New TP</div> <div style="text-align: center; padding: 2px; margin-bottom: 5px;">Edit/Browse TPs</div> <div style="text-align: center; padding: 2px; margin-bottom: 5px;">Change Password</div> <div style="text-align: center; padding: 2px;">Return to Opening Menu</div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="5" style="text-align: center;">TPs Accomplished</th> </tr> <tr> <th></th> <th style="text-align: center;">Fly</th> <th style="text-align: center;">Gnd</th> <th style="text-align: center;">Sim</th> <th style="text-align: center;">Total</th> </tr> <tr> <td><input type="radio"/> Oct-Dec</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td><input type="radio"/> Jan-Mar</td> <td style="text-align: center;">10</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> <td style="text-align: center;">13</td> </tr> <tr> <td><input type="radio"/> Apr-Jun</td> <td style="text-align: center;">12</td> <td style="text-align: center;">4</td> <td style="text-align: center;">0</td> <td style="text-align: center;">16</td> </tr> <tr> <td><input checked="" type="radio"/> Jul-Sep</td> <td style="text-align: center;">15</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center;">37</td> <td style="text-align: center;">6</td> <td style="text-align: center;">1</td> <td style="text-align: center;">44</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center;">TPs Remaining</th> </tr> <tr> <th></th> <th style="text-align: center;">Gnd</th> <th style="text-align: center;">Sim</th> <th style="text-align: center;">Total</th> </tr> <tr> <td>This Qtr</td> <td></td> <td></td> <td style="text-align: center;">1</td> </tr> <tr> <td>Total YR</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> </tr> </table>	TPs Accomplished						Fly	Gnd	Sim	Total	<input type="radio"/> Oct-Dec	0	0	0	0	<input type="radio"/> Jan-Mar	10	2	1	13	<input type="radio"/> Apr-Jun	12	4	0	16	<input checked="" type="radio"/> Jul-Sep	15	0	0	15	Total	37	6	1	44	TPs Remaining					Gnd	Sim	Total	This Qtr			1	Total YR	4	4	4
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Total AFTPs/Year 48

Total TPs/Qtr 16

Total AGTPs/Year 12

Total SIMTPs/Year 12

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Microsoft Word...
1:31 PM

Your name will appear at the top in a light blue box. The number and type of TP's still available appears across the top of the screen. The first line requiring input is the DATE (day, month, year). Change the fields as needed and tab to the next field. Enter the type of TP accomplished. If choosing a Ground TP, you must select from the "List GTP Activities". If the Ground TP is a simulator, choose "Sim" under Type of TP. Tab to period and select period 1 or 2. Tab to times for TP. Enter start time and tab. It will automatically enter 4 hours; it may be longer than 4 but not less than 4 hours. Tab to hours and enter total of all 781 flying hours for that period. No flying time entry is permitted for ground or sim TP's. Click on "Save". Errors will not be saved and a message will appear. If no error is found, the input boxes will be cleared and moved to the display at the lower right part of the screen. Click "Close".

ALDERETE RICHARD
GTs Rem = 4
Qtr TPs Rem = 1
FY TPs Rem = 4

DATE: 27 SEP 1999 dd MMM YYYY

TYPE OF TP
PERIOD

☒ Flying
☐ Ground
☒ 1

☐ Dual
☐ Sim
☐ 2

Times
Dual Time

Fly Times

Save
Close

Display Comments Box
List GTP Activities

TPs ACCOMPLISHED 27 SEP 1999

TYPE	FROM	TO	STATUS	PERIOD
Fly	0930	1330	AFTP	2

Start
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Microsoft Word...
1:31 PM

Screen for entering Ground Training Activities

Ground Training Activities 1 FY TPs Rem = 4

☐ ALTITUDE CHAMBER
☐ PHYSICAL
☐ LIFE SUPPORT TRAINING
☐ SIMULATOR
☐ EMER PROCEDURES
☐ TESTING
☐ RSU
☐ OBSERVER
☐ SOF
☐ DDO (DUTY DESK OFFICER)
☐ AIRCRAFT SYSTEMS ACADEMICS
☐ CRM TRAINING
☐ IRC
☐ QUARTERLY RSU/SOF MEETING

Select (check) up to
2 activities for each
Ground TP.

Close GTP Activities

ACCOMPLISHED 27 SEP 1999

FROM	TO	STATUS	PERIOD
30	1330	AFTP	2

Start | [Icons] | Inbox - Microso... | Microsoft Word... | [Icons] | 1:32 PM

Edit/Browse Screen - to edit, double click on TP to edit; make changes and save. Note: if the TP you are editing has already been submitted for pay (Pay/PD column marked "PD"), do not make any changes without first notifying the Flight Management Office.

ALDERETE RICHARD						
QTR	DATE	FROM	TO	TYPE	PAY/PD	
4	07/01/1999	1630	2030	Fly	PD	
4	07/07/1999	1030	1430	Fly	PD	
4	07/20/1999	0730	1130	Fly	PD	
4	07/20/1999	1130	1530	Fly	PD	
4	09/01/1999	0600	1000	Fly	PD	
4	09/01/1999	1200	1600	Fly	PD	
4	09/09/1999	1430	1830	Fly	PD	
4	09/13/1999	0700	1100	Fly	PD	
4	09/13/1999	1100	1500	Fly	PD	
4	09/14/1999	0700	1100	Fly	PD	
4	09/14/1999	1100	1500	Fly	PD	
4	09/20/1999	1130	1530	Fly	PD	
4	09/20/1999	1530	1930	Fly	PD	
4	09/27/1999	0930	1330	Fly	PAY	

Double click on the TP you want to Edit.

Click on the TP to high-light it before you attempt to delete it or Toggle the PAY/PD.

Delete
Toggle PAY ON and OFF
Close

INSERT AFTO FORM 781